

Memorandum



To: Virginia Department of Emergency Management
Attn: Office of Training and Exercises
10501 Trade Court
Richmond, Virginia 23236

From:

Received Date:	
Review Date:	
Complete:	Incomplete:

(Mailing address where you want the APS Certificate sent)

Date: _____

Re: Advanced Professional Series Certificate Request

VDEM Training Manager,

Please find attached my proof of completion (Certificate copies or verified transcript) to apply for recognition of having completed the FEMA Emergency Management Institute's Advanced Professional Series.

Required Courses - All 5 courses must be completed

	G191 - Incident Command System/Emergency Operations Center Interface -or- E947 - IEMC- EOC/IMT Interface (EMI On-Campus version only) -or- E/L 449 - ICS Train-the-Trainer (EMI 4-day course only)
	G250.7 - Rapid Needs Assessment (previously named: Rapid Assessment Workshop)
	G270.4 - Recovery from Disaster, the Local Government Role -or- E210 (EMI On-Campus version only)
	G393 - Mitigation for Emergency Managers (G318 - Mitigation Planning Workshop for Local Governments can be used if completed prior to September 30, 2011)
	G775 -or- IS775 -or- G275 EOC Management and Operations

Elective Courses – Complete any 5 courses from the 17 courses listed

	G108 - Community Mass Care Management
	G110 - Emergency Management Operations course (EMOC) -or- IEMCs: E900, E905, E910, E915, E920 or E930 (EMI On-Campus versions only)
	E/L/G146 - HSEEP Training Course -or- E/L/G 147 - HSEEP Train-the-Trainer Course (G137 - Exercise Program Manager can be used if completed prior to June 30, 2010)

**Fax (804) 897-6556 or Mail Correspondence to VDEM
with course certificate copies included.**

Re: Advanced Professional Series Certificate Request (Continued)

Elective Courses Continued

	G197 - Access and Functional Needs Planning (previously named: Emergency Planning and Special Needs Populations)
	G202 - Debris Management –or- E202 Debris Management Planning for State, Local or tribal Officials (EMI On-Campus version only)
	G271 - Hazardous Weather and Flood Preparedness -or- IS271 - Anticipating Hazardous Weather and Community Risk
	G272 - Warning Coordinatio
	G288 - Local Volunteers and Donations Management (previously named: Donations Management Workshop)
	G 290 - Basic Public Information Officer -or- E388 - Advanced Public Information Officer (EMI On-Campus version only)
	G358 - Evacuation and Re-entry Planning
	G361- Flood Fight Operations
	G364 - Multi-Hazard Emergency Planning for Schools (or previously numbered G362 course) -or- L363 - Multi-Hazard Emergency Planning for Higher Education (EMI Field Delivery version only)
	G366 - Planning for Needs of Children in Disasters
	G386 - Mass Fatalities Management
	<i>(G400 - Advanced Incident Command System can be used if completed prior to June 30, 2010)</i>
	G408 - Homeland Security Planning for Local Governments (formerly named: Terrorism Planning)
	IS703 - NIMS Resource Management

NOTES: Primary APS courses are listed above in **BOLD** text. Alternate or equivalent courses listed may be substituted for APS credit as indicated but may represent longer EMI resident courses that far exceed the minimum requirements of the Primary APS course. Substitution of courses not specifically listed above is not acceptable.

On-line **IS** versions of courses with the same course title are not acceptable as equivalent unless listed above.

Where “-or-“ is included above, only one of the course version choices listed may be submitted for credit. (i.e.: either G271 -or- IS271)

Routine request processing may require 6-8 weeks from submission to APS certificate receipt.

Signature: _____

Printed name as you wish it to appear on APS certificate: _____

Phone Number and/or E-mail address: _____

**Fax (804) 897-6556 or Mail Correspondence to VDEM
with course certificate copies attached**